Procedure: *Project Metrics Data Analysis*	
Issue Date: January 9, 2001	**Procedure ID:** *P-PI-020*
Supersedes: **May 5, 2000**	**Rev/Change 2.1**

1. **Purpose:** To describe how the metrics data collected from the projects will be used.

2. **Applicability:** This procedure is applicable to all Contractor personnel assigned to ATISD.

3. **Responsibility:** Contractor Project Comptroller

4. **Support:** SPG Chairperson, Contractor Project Managers, Quality Assurance Specialist

5. **Invoked By:** Standard Process

6. **Inputs:**
   Initial Project Estimates   S-PM-170   Expended Hours Summary
   Updated Project Estimates   S-PM-190   Final Project Actuals   S-PM-210

7. **Outputs:**
   Project Metrics Report   S-PI-030

8. **Procedures Invoked:**   N/A

9. **External Procedures Referenced:** N/A

10. **Procedure Steps:**

   a) During the life of the project the Project Comptroller enters the data (estimates, actuals), received from the Project Manager into the Metric Database.
   b) At the completion of a project the Project Comptroller takes the final project metrics data (actuals) supplied by the Project Manager and enters it into the Metric Database. This data may include supplemental material deemed to be of interest to the process.
   c) The Project Comptroller analyzes the data to produce the Project Metrics Report (S-PI-030), and reviews it for anomalies.
   d) The Quality Assurance Manager, or their designee, analyzes the anomalies and interprets the data.
   e) The Quality Assurance Manager, or their designee, delivers the final validated metrics report to the Project Manager, SPG Chair and the ATISD Director within 30 days of receiving the completed project's data.

11. **Notes:** N/A